

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: January 11, 2018

PERSONNEL LETTER #18-003
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Marissa Revelino, Chief
Personnel/Payroll Services Division

RE: JANUARY 1, 2018 CIVIL SERVICE MINIMUM WAGE INCREASE

In accordance with Federal law, effective January 1, 2018, the California minimum wage increased. The salary rates for the following class codes have changed.

<u>Class Code</u>	<u>Class Title</u>
0790	Fish and Wildlife Seasonal Aid
1120	Seasonal Clerk
4857	Exhibit Superintendent I
4863	State Fair Activity Supervisor
4870	Student Assistant
4872	Graduate Student Assistant
9991	Youth Aid

Please refer to CalHR's Pay Letter #18-02 for additional information, including the updated salary rates. This letter can be accessed via the following link: <https://hrnet.calhr.ca.gov/CalHRNet/default.aspx>

EMPLOYMENT HISTORY (EH) MASS UPDATE PROCESSING

The State Controller's Office (SCO) will process an EH mass update on January 11, 2018 to post a SAL transaction effective January 1, 2018 for eligible employees. Only employees with a salary rate below the new minimum salary rate for each range and/or step will be updated to increase their salary to the new minimum salary range and/or step; employees already above the new minimum are not entitled to an increase.

SPECIAL EH DOCUMENTATION/PROCESSING INSTRUCTIONS

Disability/Military Leave

Departments must update EH for employees on Disability or Military leave at the time of the mass update.

Lump Sum

Employees who separated from state service without fault prior to the effective date of the salary increase with lump sum pay extending beyond 01/01/18, and who were eligible for the SAL at the

time of the separation, should have their lump sum adjusted to reflect the salary increase. Departments must identify and manually process the SAL transactions for separated employees, as applicable.

Out-of-Sequence

Once the SAL transaction posts to an employee's EH record, any new out-of-sequence transaction must have the old salary rate entered, if allowable on the transaction. If not entered, the salary rate information per the SAL transaction will be reflected on the new transaction and could cause an overpayment. See PAM Section 9 for further processing information.

If correcting a 01/01/18 effective date transaction that was processed prior to the SAL being posted, please send to PPSD for processing. Per CalHR rule 599.689, MSA transactions with a 01/01/18 effective date must be posted prior to the SAL, if applicable.

330 Transaction

Departments must identify employees who were at MAX prior to the increase (and thus not entitled), and manually process a 330 transaction to change their anniversary date to NONE.

PAYROLL ADJUSTMENTS

Departments shall submit Form STD. 674/674D to request adjustments for the following payments that may issue without the salary increase for the 01/2018 pay period:

- Regular pay with dock applied for employees with a mid-month change
- Regular pay for employees on an alternate work schedule or working shift and time paid does not equal time possible for the pay period
- Industrial Disability Leave (IDL)
- Temporary Disability (TD)
- Nonindustrial Disability Leave (NDI)
- State Disability Insurance (SDI)

Please direct questions regarding the January 1, 2018 Minimum Wage Increase as follows:

SUBJECT AREA	CONTACT	TELEPHONE NUMBER
Program Administration (e.g., rules, regulations, benefits/pay impacts)	Personnel Services Branch CalHR	(916) 323-3343
General Payroll Procedures Disability Payroll Procedures Employment History Procedures	Customer Contact Center	(916) 372-7200

MR:JR:PMAB